



# BITE2GO TOOLBOX

THE GUIDE TO THE BITE2GO WEEKEND FOOD PROGRAM

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# PROGRAM OVERVIEW

## **Adoption:** a meaningful model for success and sustainability

- At The Core pairs a church, business, or civic organization with a local elementary school. We call these entities **Adoptive Organizations** (AOs).
- Church congregants, business employees, or organization members sponsor needy children at their adopted school for the Bite2Go program.
- The cost to sponsor a child over the weekends with Bite2Go Kits is based on a 36-week Bite2Go Kit delivery model for the school year.

### **MONTHLY SUPPORT**

Elementary: \$18  
Middle: \$22.50  
High: \$30  
Tri-Cities: \$18

### **YEARLY SUPPORT**

Elementary: \$216  
Middle: \$270  
High: \$360  
Tri-Cities: \$216

- Bite2Go Kits contain **two days' worth of food for breakfast, lunch, and a snack**. These prepackaged weekend food Kits are kid friendly, healthy, require no preparation, and are shelf stable.
- Once a school has been adopted, anyone can sponsor a child at the school (not just adoptive organization members).
- AOs commit to facilitate picking up Bite2Go Kits from Second Harvest and delivering them to their adopted school weekly during the school year.
- AOs are encouraged to embrace the adoption of their school by using the **"More Menu"** to determine what more they can do to help kids in need there.
- Schools are encouraged to embrace the adoption model and use the "More Menu" to communicate needs of the school, and its students, to their AO.
- We offer many points of contact for community members to be involved in the program, including Bite2Go packing events, volunteer delivery opportunities, child sponsorships, and more.

# PROGRAM AGREEMENTS

## **Second Harvest** commits to the following:

1. Offer best possible Bite2Go Kit at the best possible price, with new, brand name products.
2. Provide excellent and responsive customer service.
  - a. accurate orders
  - b. on-time pick-ups and deliveries
  - c. friendly warehouse staff
3. Adjust and communicate pick-up date and time changes for school holidays.
4. Perform site monitoring visit to check for food safety.
5. Stewardship and relationship building with AO's and schools. Provide annual reviews liaison support, coaching and opportunities to build Bite2Go Kits.

## **At The Core** commits to the following:

1. **INSPIRE**: Offer inspirational messages, videos, resources, statistics, and stories, (via newsletters, etc.) to inspire each AO and their constituents to engage in the program initially and maintain their engagement over the years. Also, inspire the city at large utilizing various media sources.
2. **EQUIP**: Create and share tools for success for each AO: Bite2Go ToolBox, "More Menu", school district calendars, downloadable volunteer signup sheets, downloadable form letters for donor re-enrolling, and downloadable form letters for thank you.
3. **EMPOWER**: Best practices, spotlights via newsletters, semiannual liaison meetings, and timely reminders about seasonal donor re-upping for each AO.
4. **REVIEW AND REVAMP**: Annual reviews/surveys to determine successes of the program and what changes should be implemented to improve year after year.
5. **LIAISON SUPPORT**: Provide updates, good communication, and coaching to make each liaison as successful as possible.

# PROGRAM AGREEMENTS

## **Adoptive Organization** commits to the following:

1. Choose and empower a high-capacity liaison who is passionate about feeding children as the primary facilitator of the program on the organization's end.
2. Commit to fund for 3 years and to an annual renewal funding drive:
  - a. Select and manage payment model, and stay informed about sponsorship status:
    - i. individual member sponsors
    - ii. organization pays
    - iii. combination of the 2 above
3. Pick up from Second Harvest weekly and deliver to schools weekly (rural monthly delivery of B2G Kits upon approval).
4. When possible, do more at the school utilizing the "More Menu" between AO and school.
5. Maintain consistent communication with school, At The Core, and/or Second Harvest about any issues, opportunities, and success.

## **School** commits to the following:

1. Identify students with the highest need for Bite2Go. Print and send parent permission forms to kids who have been identified as B2G potential recipients. File signed permission forms on site to be easily accessed by district staff for audits.
2. Maintain consistent communication with Adoptive Organization about any issues, opportunities, and successes. Specifically, communicate with the AO about upcoming events, (i.e.- school newsletter), needs, as an opportunity for the AO to do more. Recognizing that the AO can't do everything but can't do anything if they don't know the need.
3. Officials discreetly place Kits in students' backpacks on Fridays.
4. Inform school front desk staff and administration about the program, so they can be welcoming, and engaged with volunteer delivery person.
5. Utilize the B2G ToolBox for ideas to thank your Adoptive Organization. EX: notes, posters, emails, stories, and highlights in school newsletter.
6. Store any surplus Kits off the floor and in a dry, safe storage area.

# THINGS TO KNOW

## The Bite2Go Program starts **September 12 - 16**

1. Setup a kick-off meeting with the school (principal or counselor)
  - a. Share your organization's enthusiasm for the coming year.
  - b. Discuss the number of students that will be a part of the Bite2Go program.  
Do they have a change in numbers? Do you have a change in how many students you can fund?
  - c. If the school needs a copy of the parental consent form, direct them to [www.atthecore.online](http://www.atthecore.online) (Tab: About Us/Resources).
  - d. Go over delivery logistics so your volunteers and the school staff are on the same page with deliveries each week.
  - e. Discuss any challenges from last year that might be avoided this year.
2. For changes in quantity, a new program liaison or if your pick-up/delivery changes, please **send an email** to [bite2goorders@2-harvest.org](mailto:bite2goorders@2-harvest.org).
3. **Organize your volunteers for pick-up and delivery. Pick-up will be at the Wolff Family and Child Hunger Solution Center.**

## Final delivery of kits is **June 5 - 9**

1. At the beginning of April, decide if your organization wants to do a summer box for students, or provide any other type of summer support.
2. About one month before school ends, get in touch with the school counselor or staff point person to:
  - a. Decide how you will give out all leftover Bite2Go Kits before the last day of distribution.
  - b. Set-up an evaluative meeting to go over what worked well and what needs to be improved.
3. Invite the principal or counselor to your church or business to share how the program has benefitted kids or invite them to write something you can share with your congregation or employees.

# WHO TO CONTACT

## SECOND HARVEST

**Steve Durham:** VP of Philanthropy - Child Hunger Programs

**Direct:** (509) 252-6276

**Email:** [steve.durham@2-harvest.org](mailto:steve.durham@2-harvest.org)

**Julie Myklebust:** Philanthropy Manager - Bite2Go

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**Email:** [julie.myklebust@2-harvest.org](mailto:julie.myklebust@2-harvest.org)

**Rachelle Goodbrake:** Bite2Go Program Relations, Secondary Schools/Logistics

**Direct:** (509) 252-6290

**Email:** [rachelle.goodbrake@2-harvest.org](mailto:rachelle.goodbrake@2-harvest.org)

**Shannon Kinney:** Philanthropy Manager - Financial Services

**Direct:** (509) 252-6242

**Email:** [shannon.kinney@2-harvest.org](mailto:shannon.kinney@2-harvest.org)

## AT THE CORE

**Tom Stevenson:** President/Volunteer

**Cell:** (509) 998-9531

**Email:** [tomstevenson6@gmail.com](mailto:tomstevenson6@gmail.com)

**Brenna Sloan:** Program Administrator

**Cell:** (509) 994-3720

**Email:** [brenna@lifeatthecore.org](mailto:brenna@lifeatthecore.org)

**Catherine Klingel:** AO & School Relations

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**Email:** [ctklingel@gmail.com](mailto:ctklingel@gmail.com)





# FREQUENTLY ASKED QUESTIONS

## **WHAT IS THE BITE2GO FORECAST?**

The Bite2Go forecast is the number of Kits that are distributed each week at your school based on the need of your school and the sponsorship capacity of your Adoptive Organization (AO).

## **WHAT IS IN A BITE2GO KIT AND HOW MANY KITS PER BOX (CASE)?**

A Bite2Go Kit contains some variety of 2 - breakfasts, 2 lunch entrees, and healthy snacks. Product mix may vary depending on availability. There are 8 to 10 Kits (or weekend bags) per box or IKEA bag (1-case).

## **WHEN IS THE FIRST DISTRIBUTION OF THE BITE2GO PROGRAM?**

The first distribution will be the week of September 12th-16th. The final delivery of Kits will be the week of June 5th-9th. If you need any changes, please email [bite2goorders@2-harvest.org](mailto:bite2goorders@2-harvest.org).

## **DO CHILDREN GET BITE2GO KITS DURING SCHOOL BREAKS?**

The Bite2Go program does not include extra Kits for Winter and Spring breaks. Many AOs recognize that these are very vulnerable times for children, and they generously fund additional kits during these times or provide a Winter/Spring break box with additional food and other fun treats for their Bite2Go recipients. Please see the More Menu/Ideas page for more information.

## **WHAT SHOULD I DO IF I HAVE MORE CHILDREN WHO NEED BITE2GO KITS?**

Talk to your church or business about the situation and perhaps additional sponsorship can be secured. If not, keep a waiting list for new participants so that if children leave the program, you have children readily available to contact.

## **WHAT SHOULD I DO IF I HAVE FEWER CHILDREN WHO NEED BITE2GO KITS?**

Once you've depleted your waiting list, for a couple weeks try and give extra kits to children with siblings or large families and continue to contact children who may be in need. If after a couple weeks the need for Bite2Go Kits has declined, please contact [bite2goorders@2-harvest.org](mailto:bite2goorders@2-harvest.org) to adjust the forecast to a lower level.



# FREQUENTLY ASKED QUESTIONS

## **WHAT SHOULD I DO IF THE FORECAST IS CORRECT, BUT SEVERAL CHILDREN HAVE BEEN ABSENT, AND WE NOW HAVE A SURPLUS OF BITE2GO KITS?**

1. Try to set up a system with the counselor/teacher to get the Bite2Go Kit to any absent children as soon as they come back to class. This process will vary by school.
2. Any surplus can be given out to participants who have siblings at home or have a large family.
3. You can also redistribute the Bite2Go Kit items into other bags for the kids receiving them - bulk up the Kits with the leftover food items.

## **HOW DO I KNOW WHO TO CALL ABOUT MY PROGRAM?**

If you'd like to change your forecast or pick-up day/time, please email changes at [bite2goorders@2-harvest.org](mailto:bite2goorders@2-harvest.org). For any sponsorship, funding and "more" options related to Bite2Go, please reach out to [steve.durham@2-harvest.org](mailto:steve.durham@2-harvest.org) or 509-252-6276.

## **WHAT IF I MISSED A PICK-UP OR MY VOLUNTEER IS GOING TO BE LATE?**

If you've forgotten a pick-up or if you know you'll miss a pick-up or be late, it is helpful to our warehouse team to know about your changes. Please reach out to our team using the [bite2goorders@2-harvest.org](mailto:bite2goorders@2-harvest.org) email. A quick email is greatly appreciated.

## **WHY DOESN'T THE PROGRAM EXTEND INTO THE SUMMER?**

We encourage the Adoptive Organization to take opportunities outside of Bite2Go to support their school. One opportunity might be to provide summer boxes (include full size cereal boxes, shelf stable milk, granola bars, apple sauce packets, etc.).

## **WHY DOES BITE2GO NOT COVER SPRING BREAK AND CHRISTMAS?**

We encourage Adoptive Organization to provide their own special version of a kit or double up so there are more kits going home over the school breaks.

# MORE MENU

Your name and contact information: \_\_\_\_\_

I am filling this form out as a:

- ☐ School ☐ Business ☐ Church/Faith-Based Organization  
☐ Nonprofit ☐ Other: \_\_\_\_\_

Name of the partnering business, school, church, nonprofit or organization that you represent: \_\_\_\_\_

Please check all boxes that indicate the resources you are interested in providing to a school or receiving at your school.

## Basic Needs & Supplies

- ☐ Bite2Go Weekend Food Kits
- ☐ Food for school food pantry
- ☐ Holiday meals/gifts for school/families
- ☐ Volunteers to pack & distribute food
- ☐ Emergency clothing pantry donations
- ☐ Winter clothing for students
- ☐ Shoe drive
- ☐ Hygiene supplies for students
- ☐ School supplies
- ☐ Playground equipment
- ☐ Technology supplies
- ☐ Incentives/prizes for student recognition

## Academic Supports

- ☐ Reading buddies
- ☐ Guest readers
- ☐ Afterschool tutoring/homework help
- ☐ Observing/giving feedback to students

## College & Career Readiness

- ☐ Guest speaker for classrooms
- ☐ Volunteers for career fairs
- ☐ Student job shadow opportunities

## School Activities & Supports

- ☐ After school club/activity assistance
- ☐ Fund runs (volunteers/supplies)
- ☐ Carnival (volunteers/supplies)
- ☐ Family nights (volunteers/supplies)
- ☐ Student move-up (volunteers/supplies)
- ☐ Staff & teacher appreciation
- ☐ Parent engagement support
- ☐ Technology supplies

## Social-Emotional Supports

- ☐ Lunchtime mentors
- ☐ After school mentors
- ☐ Recess volunteer

# IDEAS & INSPIRATION

IDEA	DESCRIPTION
<b>Backpack distribution</b>	At the beginning of the school year each B2G student received a backpack full of supplies and some food. *New, empty backpacks were available for employees/congregants/members to take and fill with supplies and return with a check for their sponsorship of that child for B2G.
<b>Birthday buddies</b>	Provide snacks for the class, balloons, etc. for each B2G student for their birthday in class.
<b>Lunch buddies</b>	Volunteers go eat lunch with students.
<b>"Out of the Box" mentoring</b>	Teaching a group of boys how to be gentlemen, or a group of girls how to be kind and good to one another.
<b>Best food forward</b>	Shoe drive.
<b>Sweatpants Sunday or Undie Sunday</b>	Sweatpants drive and/or underwear drive for kids who come to school dirty or soil their clothes during school.
<b>Playground equipment</b>	Various playground balls, jump ropes, etc.
<b>Office supplies</b>	Purchasing supplies for schools such as binders, a laminator, etc.
<b>Buddy bench</b>	Example: <a href="https://www.thebenchfactory.com/buddy-bench-benefits">https://www.thebenchfactory.com/buddy-bench-benefits</a>
<b>School spirit shirts</b>	Pay for all or some of the cost for school shirts.
<b>"Warming Hearts and Hands"</b>	Hat and glove drive.
<b>Thanksgiving boxes</b>	Food items for a Thanksgiving meal.
<b>Winter activity supply drive</b>	Paints, arts and crafts, books, etc. for winter break.
<b>Tree of sharing</b>	Include food items as well (create your own or participate if there is one at the school).
<b>End of the year play date</b>	6-10 volunteers for play day at the school/recess.
<b>Fun in the sun drive</b>	Book donations, summer fun packs including frisbee, sidewalk chalk, bubbles, etc.
<b>Summer feeding program</b>	Partner with local food bank and do a food distribution at local parks
<b>Summer boxes</b>	Similar to Tree of Sharing, purchase items written on beach balls (food supplies, sidewalk chalk, water guns, summer movie tickets, etc.).
<b>Include local food bank information in Bite2Go Bags</b>	For more information, contact Second Harvest.

\*For questions or more information on any of these ideas, or contact information for those who have already done one of the items above, please email Brenna Sloan at [brenna@lifeatthecore.org](mailto:brenna@lifeatthecore.org)